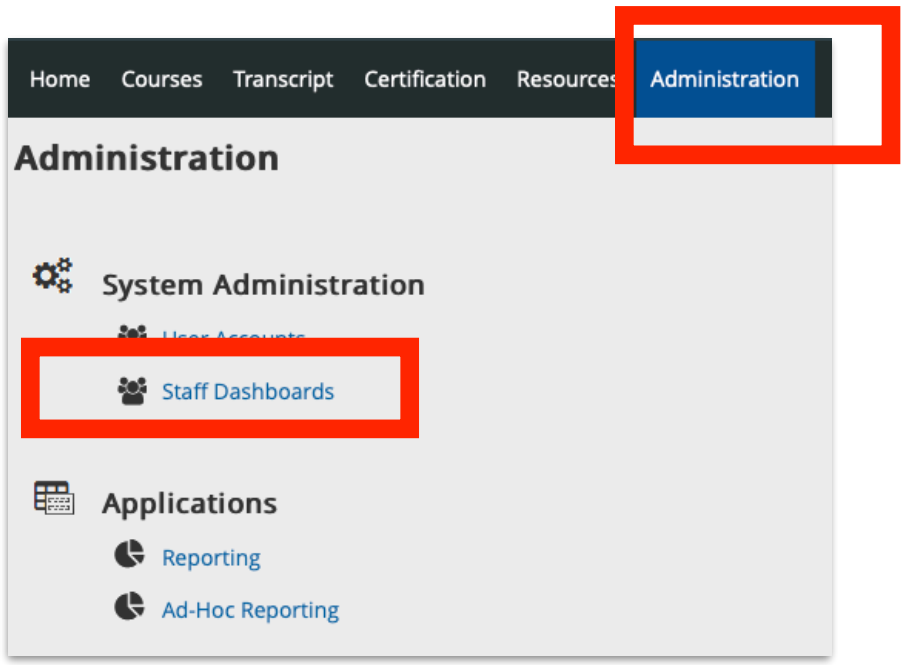
Professional Learning Standards
Learning Across Broward (LAB)

Generating a Course Completion Report for Administrators using the Staff Dashboard



Log into LAB (Learning Across Broward) using the Clever (Single-Sign-On) portal.
Click the **Administration** tab and then click **Staff Dashboards**.



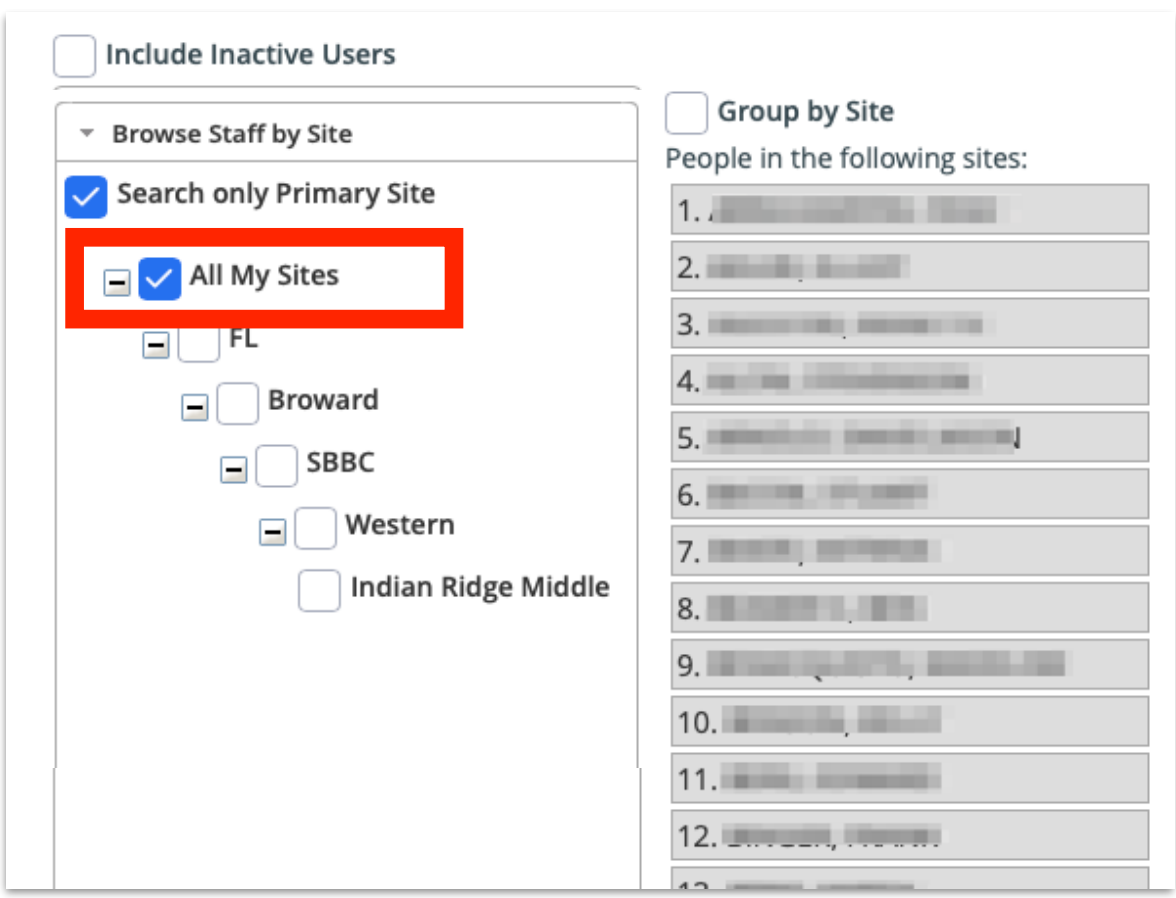
When presented with the **Staff Dashboard** window, choose **Browse Staff by Site**.

Principals and APs, click the box next to **All My Sites** and a list of your staff will appear.

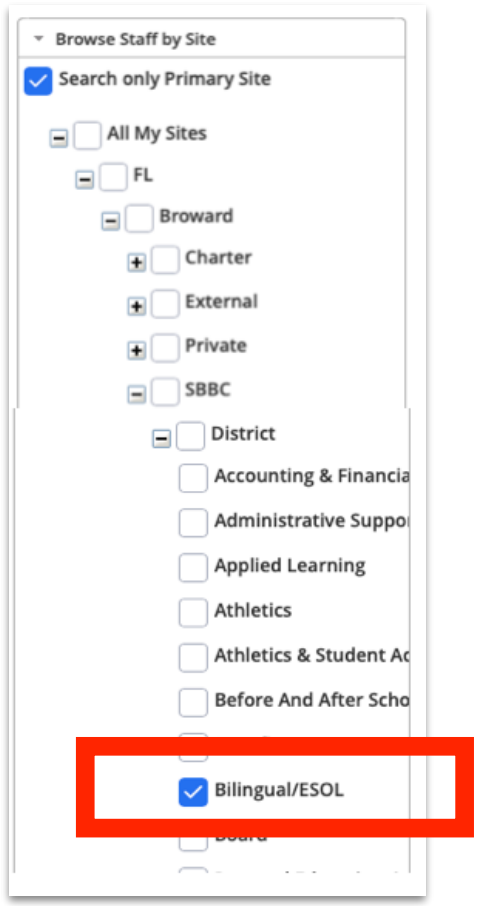
District Administrators, drill down the list to the **District** heading and locate your department. Click the box next to the name of your department.



Example: **Principals and APs**

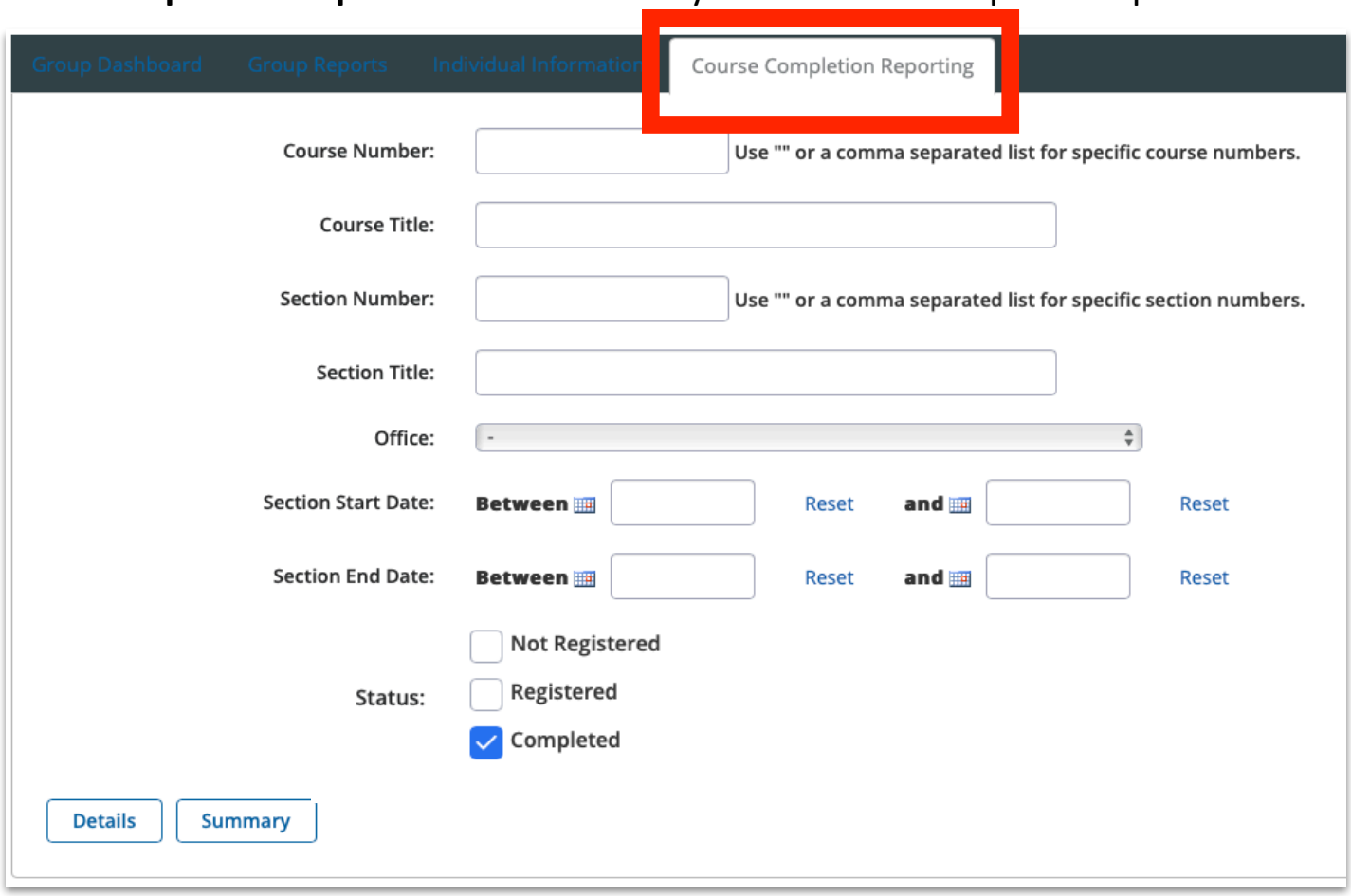


Example: **Departments**



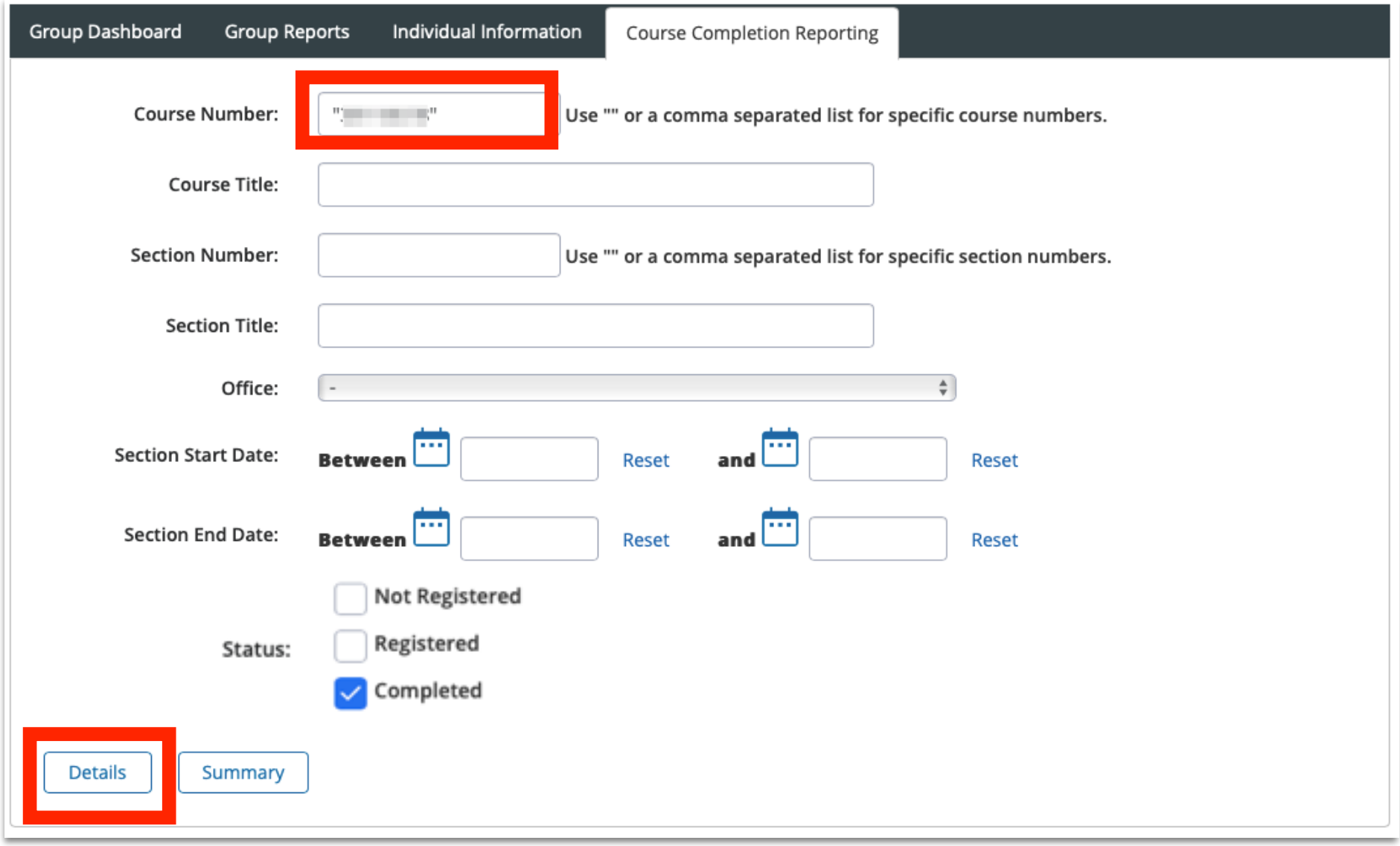
GENERATING A COURSE COMPLETION REPORT

Click **Course Completion Report** tab to view who your staff has completed a particular course.



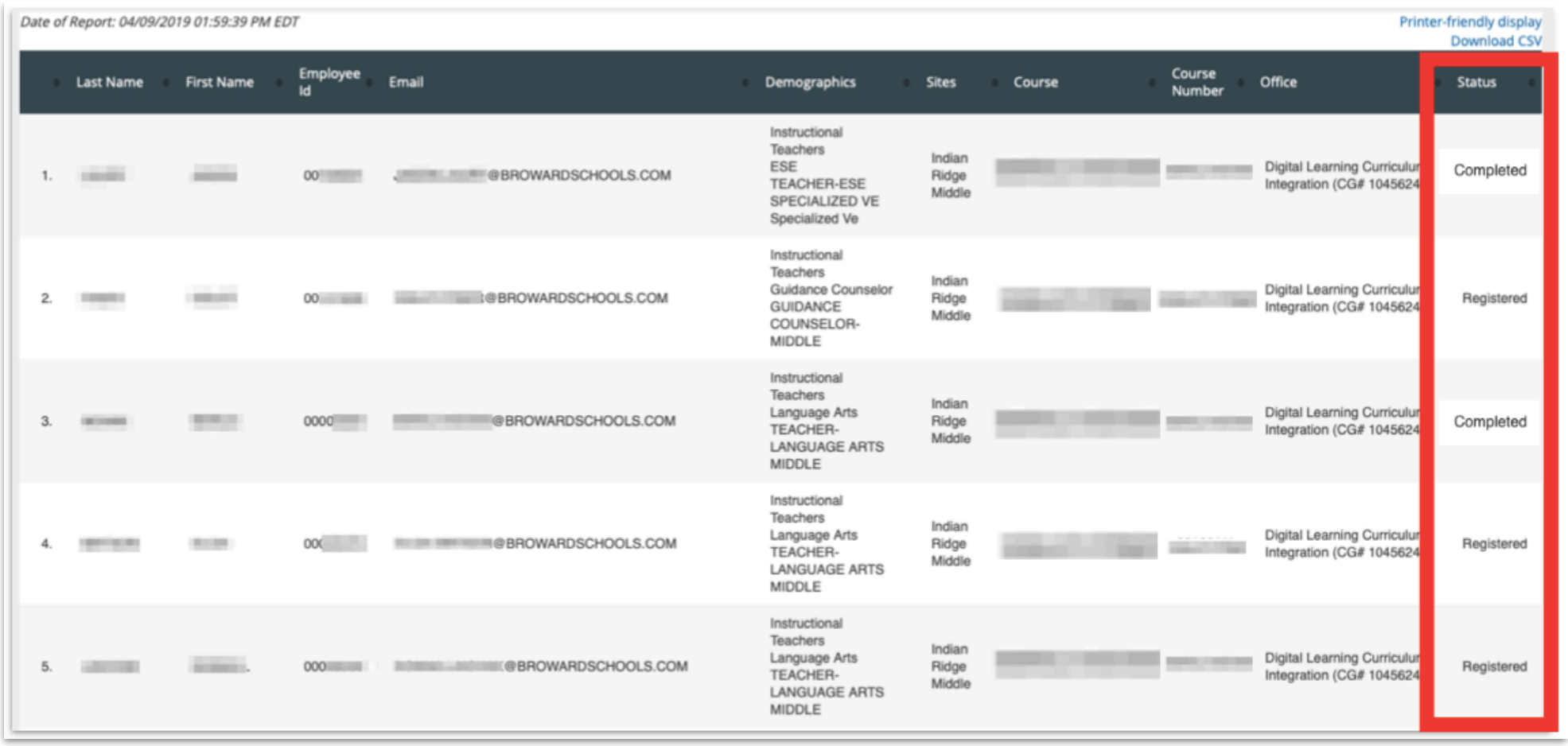
Type the course number in the **Course Number** field. Uncheck **Not Registered** and **Registered.** Only leave **Completed** checked, and then click **Details**.

NOTE: Clicking **Summary** will display the percentage of people on your staff who fall into each of the **Status** categories.



Clicking **Details** will display a list of your staff members who have completed, registered or not registered for a particular Mandatory Compliance course. The **Course Completion** report opens in a different window.

NOTE: The last column indicates the person's **Status**; **Registered, Not Registered** or **Completed**.



Date of Report: 04/09/2019 01:59:39 PM EDT

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	Last Name	First Name	Employee Id	Email	Demographics	Sites	Course	Course Number	Office	Status
1.			00	@BROWARDSCHOOLS.COM	Instructional Teachers ESE TEACHER-ESE SPECIALIZED VE Specialized Ve	Indian Ridge Middle			Digital Learning Curriculur Integration (CG# 1045624	Completed
2.			00	@BROWARDSCHOOLS.COM	Instructional Teachers Guidance Counselor GUIDANCE COUNSELOR-MIDDLE	Indian Ridge Middle			Digital Learning Curriculur Integration (CG# 1045624	Registered
3.			0000	@BROWARDSCHOOLS.COM	Instructional Teachers Language Arts TEACHER-LANGUAGE ARTS MIDDLE	Indian Ridge Middle			Digital Learning Curriculur Integration (CG# 1045624	Completed
4.			00	@BROWARDSCHOOLS.COM	Instructional Teachers Language Arts TEACHER-LANGUAGE ARTS MIDDLE	Indian Ridge Middle			Digital Learning Curriculur Integration (CG# 1045624	Registered
5.			000	@BROWARDSCHOOLS.COM	Instructional Teachers Language Arts TEACHER-LANGUAGE ARTS MIDDLE	Indian Ridge Middle			Digital Learning Curriculur Integration (CG# 1045624	Registered

Important Status Definitions

Registered - This participant has been registered in the course, but has not completed it.

Not Registered - This participant has not registered in LAB.

Completed - This participant has been registered in LAB and has successfully completed the acknowledgment in Canvas. No further action is required.